

WICHITA POLICE DEPARTMENT

POLICY NO. 522

SUBJECT: PICKUPS	
Effective Date: 03-15-19	Distribution: All Personnel
Reviewed/Approved Date: 03-14-19	Next Review Date: MARCH 2021
Approved By: Executive Staff	Amends/Rescinds: 12-05-16
<i>This policy is for departmental use only and does not apply in any criminal or civil proceeding. This policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>	

I. PURPOSE

A pickup is a request, made by a commissioned law enforcement officer to other law enforcement officers, for a particular person to be arrested and held for the officer issuing the pickup. It is a process used only when there is a demonstrable need for the person to be arrested prior to the issuance of a formal arrest warrant, and can only be done when an officer has sufficient probable cause to believe the person has committed a crime for which said person may be arrested without a warrant.

II. POLICY

III. DEFINITIONS

IV. PROCEDURES

A. General

1. Any commissioned WPD officer may have a pickup entered into the local computer, provided that:
 - a. The officer has sufficient probable cause to arrest that person without a warrant, in accordance with policy 301.18 (Principles of Arrest, Warrantless Arrest Guidelines); and
 - b. The officer completes an Incident Report, which shall include a “probable cause statement” in the narrative portion.
 - c. The Officer completes the “Wanted Person” form [WPD form 322-121].
 - d. The officer sends the original Incident Report and Wanted Person form to the Records Bureau to become a permanent part of the case.

- e. Before the pickup will be issued, a photocopy of the completed Incident Report containing the “probable cause statement” and a photocopy of the completed “Wanted Person” form shall be delivered by the officer/detective originating the pickup to Case Desk by one of the following:
 - 1. Delivering the copies in person to Case Desk personnel;
 - 2. Contacting Case Desk personnel by phone and then scanning the documents and sending the copies via electronically to the “Cases to Be Entered folder” for Case Desk to print.
 - 3. Contacting Case Desk personnel by phone and then printing the copies to the 5th floor.
 - 4. Contacting Case Desk personnel by phone and then emailing the copies to Case Desk personnel to be printed.
 - f. For additional pickup procedures specific to domestic violence incidents, refer to policy 512.
2. The National Crime Information Center [NCIC] will take "Temporary Felony Want" [TFW] entries when a law enforcement agency needs to take prompt action to apprehend a person [including a juvenile] who has committed, or the officer has reasonable grounds to believe has committed, a felony. This type of pickup should only be used when circumstances prevent the immediate acquisition of a warrant, and it is believed the individual may seek refuge by fleeing across jurisdictional boundaries to avoid apprehension. To enter a TFW, the officer/detective shall:
- a. Follow the procedure for entering a local pickup, but note on Form 322-121 that the person needs to be entered into NCIC, as well. The entry must be specifically identified as a "Temporary Felony Want."
 - b. A warrant for the arrest of the individual must be obtained as soon as possible. When it is, the TFW must either be canceled or modified to a permanent want. A TFW will be removed automatically from NCIC forty-eight (48) hours after it is entered.
3. Prior to entry, Case Desk personnel shall verify the "Wanted Person" form is signed by the issuing officer and a commissioned supervisor.